

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Health Regulation & Licensing Administration

Intermediate Care Facilities Division
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Mailing Address
899 North Capital Street N.E. 2nd Fl.
Washington, D.C. 20002

License Renewal Application Instructions
Assisted Living Residences

Dear Provider,

Please follow the checklist below for completing the application and return for processing.

1. Application for Licensure
2. Licensure Fee
3. Fire Report and/or Fire Receipt for Inspection
4. Insurance Verification Form(to include the expiration date)
5. Certificate of Good Standing (from DCRA & for current year with seal)
6. Clean Hand Act Certification Form (DOH Certification Form)
7. Statement of Program and Services (only if changes are made)

The renewal application must be completed 60 days before your agency license expire. Please note that no inspection will be conducted unless the renewal application and annual licensure fee are received by 60 days before your agency license expire. Failure to submit the application with the annual licensure fee (check or money order) will result in your application not being processed. All checks or money orders must be made payable to the “D. C. Treasurer”.

The license fees for assisted living residence facilities are as follows (Title 22 of the District of Columbia Municipal Regulations (DCMR), Public Health and Medicine, Chapter 101, Assisted Living Residences:

<u>Base Fee</u>	<u>Per Resident</u>	<u>Late Fee</u>
100.00	6.00	100
<i>Example: 100.00 X 9 residents = 154.00</i>		

If you have any questions regarding this matter, please contact Caryn Stringfield, MPH, RN, Supervisory Nurse Consultant, Intermediate Care Facilities Division at (202) 442-4721 or (202) 724-8800.